

Workplace visits

1 Put the words and phrases in the correct order to make sentences and questions.

a your name, / what's / please / ?

b Elsa / my name's / Wolley / .

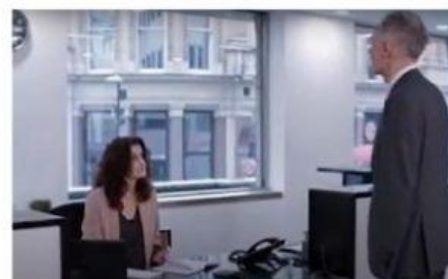
c how may / I help you / good morning, / ?

d please / spell that, / could you / ?

e I'm here / Mr Jones / to see / .

f like some / would you / thank you. / tea or coffee / ?

g W-O-L-L-E-Y / it's / yes, / .



2 Put the phrases from Exercise 1 in the correct order to make a conversation.

1 c 2 3 4 5 6 7

3 1.02 Complete the conversation with the words in the box. Then listen and check your answers.

are you come in good to see how about no, thanks see you again

A: Hello Elsa. Good to ¹_____.

B: ²_____ you, too. How ³_____?

A: I'm really well, thanks. Please ⁴_____.

B: Thanks.

A: ⁵_____ a coffee?

B: ⁶_____. I already have one.